
**FOOD STAMP CERTIFICATION
ELIGIBILITY REQUIREMENTS
Sources of Income**

**FS 263 Sources of Income
Change #1-2006
April 1, 2006**

263.01 SOURCES OF INCOME

Now that you have determined whose income is counted, you must determine the type of income available to the food stamp unit (FSU).

A. Interview Procedures

During the interview, ask the applicant if any member of the FSU has income, and document the response in the food stamp case file. Remember to complete on-line computer matches during the interview. You must complete an ESC, SDX, BENDEX or SOLQ, New Hire, and ACTS inquiry. Once you have obtained the source of income, refer to the following chart to determine how the income is counted in food stamps. The income may be **countable** (E=Earned Income, U=Unearned Income); **variably counted** (V) (See Section 265, Variable Income); or **not counted** (N). The variable income is income that cannot be determined using the following chart. Refer to the appropriate manual section.

- B. For variable income, see Section 265. Section 268 deals with how countable stable income is budgeted; Section 270 provides budgeting procedures for fluctuating income; and Section 273 provides procedures for budgeting special income such as contract income, boarder income, self-employment, military pay, and alien sponsor s income. Section 280, Income Deductions, includes procedures for determining deductions to earned and unearned income, dependent care, legal support obligations, shelter, and medical expenses.

The following chart also includes some of the sources of verification (listed in order from the most reliable to the least reliable). Use these sources to verify the income. Always use the DSS-8650, Notice of Information Needed to Complete Your Food Stamp Application, to request needed verification.

NOTE: If verification from sources in the following chart cannot be obtained, consult with the FSU to determine the amount of income to count based on the best available information. Obtain a signed statement from the individual stating the income amounts no later than the processing deadline.

C. Documentation and Verification Procedures

1. Applications and Recertifications

- a. Document the source of the verification in the case file. Attach the verification, if available.
- b. Written verification is generally the most reliable. However, if you must use non-written verifications, such as collaterals, document clearly in the case file:
 - (1) The date; **and**
 - (2) The person you spoke to; **and**

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- (3) If by telephone, the telephone number you called; **and**
- (4) The exact information that was verified (exact quote, if possible).

2. Changes In Situation In An Ongoing Case

- a. Document the source of the verification in the case file and attach the verification, if available.
- b. Written verification is generally the most reliable. However, if you must use non-written verifications such as collaterals, document clearly in the Food Stamp Workbook or DSS-8213:
 - (1) The change in situation; **and**
 - (2) The source of verification; **and**
 - (3) The date; **and**
 - (4) The person you spoke to; **and**
 - (5) If by telephone, the telephone number you called; **and**
 - (6) The exact information that was verified (exact quote if possible).

263.02 CHART 1. - SOURCES OF INCOME

Y = Counted, N = Not Counted, E = Earned Income, U = Unearned Income, V = Variable Income

| <i>Source of Income</i> | <i>Counted</i> | <i>Type</i> | <i>Verifications</i> | <i>Reference Section (Go To)</i> |
|---|----------------|-------------|---|----------------------------------|
| - A - | | | | |
| Active Corps of Executives (ACE) | N | | | 265.14 |
| Adoption Assistance or Subsidy | Y | U | 1. Obtain a copy of check or stub. 2. Contact the Social Worker. 3. Obtain legal documents. | |
| Adult Developmental Activities Program (ADAP) Payments | N | | | |
| Aid to Families with Dependent Children (AFDC) (In North Carolina, Work First Family Assistance has replaced the AFDC Program). See WFFA or TANF. | Y | V | 1. EIS Inquiry 2. Contact the other state for verification of benefits. | 265.03 |
| Agent Orange Payments | Y | V | 1. Obtain copy of check or stub. 2. Contact insurance company. 3. Letter from payer | 265.02 |
| Alien Sponsor's Income | Y | U, V | 1. Obtain a copy of check or stub. 2. Obtain wage verification using the DSS-8113. | 273.01 |

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|--|----------------|-------------|---|--------------------------------------|
| Alimony | Y | U | 1. Obtain the contribution form. 2. Contact the Clerk Of Court. 3. Obtain legal documents showing the support obligation. 4. Contact the spouse. | |
| Allowances paid under the law to Vietnam veterans child(ren) born with spina bifida <u>and other birth defects.</u> (Allowances range from \$200 to \$1200.) | N | | | |
| Americorps Payments | N | | | |
| Annuities (If paid annually, average over 12 months.) | Y | U | 1. Obtain copy of current check or stub. 2. Contact the source. | |
| Attendant Care Payments | Y | V | 1. Obtain a copy of current check or stub. 2. Contact Adult Services Section 3. Contact the source. | 265.04 |
| - B - | | | | |
| Babysitting out of the home | Y | E | 1. Obtain the DSS-8113 (if this is not self-employment). | |
| Babysitting in the FSU member s home <i>*See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. 5. Obtain self-employment form. | 273.03 |
| Basic Allowance for Quarters (BAQ) (Military Pay) | Y | E | 1. Obtain copy of Leave and Earnings Statement (LES). 2. Obtain copy of check or stub. 3. Obtain Wage Verification Form (DSS-8113). | |
| Benefit Diversion | N | | | |
| Bingo Winnings | Y | U | 1. Obtain copy of check. 2. Obtain copy of award letter. 3. Obtain tax forms. 4. Contact the source. | |
| Black Lung Benefits | Y | U | 1. Obtain a copy of current check. 2. Obtain a copy of current award letter. 3. Contact the Social Security District Office. 4. Contact the U.S. Dept. Of Labor, Black Lung District Office. | |

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|---|----------------|-------------|---|----------------------------------|
| Blood/Plasma Sales | Y | E | 1. Obtain the DSS-8113. 2. Obtain tax records. 3. Obtain business records. 4. Obtain bills/receipts. 5. Obtain records from banks, suppliers, or other knowledgeable sources. | |
| Boarders | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. 5. Obtain statement from boarder. | |
| Bonus Pay | Y | V | 1. Obtain a copy of check or stub. 2. Obtain wage verification using the DSS-8113. 3. Contact the employer. | 265.05 |
| Brown Lung Benefits | Y | U | 1. Obtain copy of current check. 2. Obtain copy of current award letter. 3. Contact Industrial Commission. | |
| Bureau of Indian Affairs (BIA) Educational Aid | N | | | |
| - C - | | | | |
| Campaign Contributions | N | | | |
| Capital Gains (Self-Employment) | Y | E | 1. Obtain copy of tax return. 2. Obtain business records. | 273.03 |
| Cash Prizes | Y | V | 1. Obtain copy of check. 2. Obtain copy of award letter. 3. Obtain tax forms. 4. Contact the source. | 265.19 265.07 |
| Census Income (Permanent Employees) | Y | E | 1. Obtain wage stubs. 2. Obtain completed Wage Verification Form (DSS-8113). 3. Contact the employer. | |
| Census Income (Permanent and Temporary Employees) | N | | Exclude income received from U.S. Census Bureau. Verify employment by obtaining wage stubs, a completed DSS-8113, or by contacting the employer. | |
| Certain Disabled (SCD) Program | Y | U | 1. Complete an EIS inquiry. 2. Obtain a current award letter. | |

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|---|----------------|-------------|--|----------------------------------|
| Child Nutrition Act of 1966 Assistance Value | N | | | |
| Child Support (NOTE: A non-recurring lump-sum arrearage payment is counted as a resource. If the absent parent makes up past due amounts on a monthly basis, count these payments along with regular monthly payments as income.) | Y | U | <ol style="list-style-type: none"> 1. Obtain contribution form. 2. Contact the Clerk Of Court. 3. ACTS 4. Contact the absent parent or spouse. | |
| College Work Study | N | | | 265.06 |
| Commercial Fisherman <i>*See Self-Employment.</i> | Y | E | <ol style="list-style-type: none"> 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| Commissions | Y | E | <ol style="list-style-type: none"> 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | |
| Community Service Administration's Energy Crisis Assistance | N | | | |
| Community Spouse/Dependent Income Allowance (payments received from an institutionalized Medicaid recipient) | Y | U | <ol style="list-style-type: none"> 1. Guardian 2. Person who has Power of Attorney. 3. Contact Medicaid worker. 4. Contact long-term care facility. | |
| Consignment Sales From a Business <i>*See Self-Employment.</i> | Y | E | <ol style="list-style-type: none"> 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| Contract Sales paid in installments for the sale of a resource (See Installment Payments Received for the Sale of a Resource.) | Y | U | <ol style="list-style-type: none"> 1. Obtain a copy of the written contract. 2. Obtain written statements from the buyer and FSU member. 3. Receipts or canceled checks | 265.21 |
| Contract Wages | Y | V | <ol style="list-style-type: none"> 1. Obtain copy of check or stub. 2. Obtain a Wage Verification Form (DSS 8113). 3. Contact the employer. | 265.08 |

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|--|----------------|-------------|--|--|
| Contributions | Y | V | 1. Obtain a contribution form from contributor or copy of current check or stub. 2. Contact the contributor. | 265.09 |
| Cosmetology <i>*See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources | 273.03 |
| Court Ordered Restitution | Y | V | 1. Obtain copy of check or stub. 2. Contact the Clerk Of Court. 3. Obtain legal documents. 4. Contact attorney. | 265.10 |
| Crabbing <i>*See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| Crisis Intervention Program (CIP) Payments | N | | | |
| - D - | | | | |
| Dependent Care Payments | Y | V | 1. Obtain a copy of check or stub. 2. Contact the Day Care Section or use on-line inquiry if accessible. 3. Contact the source. | 265.11 |
| Disability Payments (Other than SSI or Social Security) | Y | V | 1. Obtain copy of current check or stub. 2. Obtain copy of current award letter. 3. Contact the company paying the benefits. | 265.12 |
| Disaster Relief Act of 1974 Assistance Payments <i>If FEMA, see FEMA.</i> | N | | | |
| Dividends | Y | U | 1. Obtain copy of current dividend check. 2. Obtain copy of dividend statement. 3. Contact the stockbroker or brokerage firm. 4. Contact the company. | |

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|--|----------------|-------------|--|-----------------------------------|
| Domestic Employment <i>* See Self-Employment.</i> | Y | V | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 265.13 and 273.03 |
| Domestic Volunteer Service Act of 1973 Payments | Y | V | 1. Obtain copy of check. 2. Contact the source. | 265.14 |
| - E - | | | | |
| Earned Income Tax Credit (EITC) | N | | | |
| Educational Assistance exclude all types except scholarships offered by civic groups, educational institutions, and athletic scholarships. | Y/N | V | 1. Obtain copy of award letter. 2. Obtain copy of campus based budget form. 3. Obtain Student Income Verification Form. 4. Contact the school. 5. Contact the provider. 6. Obtain copy of bills/receipts. | 263.03 265.15 and 273.02 |
| Energy Assistance Payments | N | | | |
| Experimental Housing Allowance Program (EHAP) Payments | N | | | |
| - F - | | | | |
| Family Subsistence Supplemental Allowance | Y | E | 1. Obtain copy of Leave and Earnings Statement (LES). 2. Obtain copy of check or stub 3. Obtain Wage Verification Form (DSS-8113) | 265.23 |
| Farm Income (gross sales, non-excluded crop insurance settlements, ASCS payments, and capital gains) <i>* See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| Federal Emergency Management Act (FEMA) Payments | Y/N | V | 1. Obtain copy of the FEMA check or stub. 2. Obtain copy of award letter. 3. Contact FEMA Office. | 265.16 |
| Federal Employee's Compensation Act (FECA) Benefits | Y | U | 1. Obtain copy of check. 2. Obtain copy of award letter. 3. Obtain copy of tax forms. 4. Contact the source. | |
| Federal Income Tax Refunds | N | | | |

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|---|----------------|-------------|---|----------------------------------|
| Fishing (Commercial) <i>* See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| Foster Care Payments NOTE: Payments are countable if child is a member of the FSU. If child is not included, exclude payments. | Y | V | 1. Obtain copy of check or stub. 2. Contact the Foster Care Section of DSS. | 265.17 |
| Foster-Grandparents Program Volunteer Services (Title II) | N | | | 265.14 |
| - G - | | | | |
| Gaming Proceeds, per Capita proceeds to Members of the Eastern Band of the Cherokee Nation semi-annually (prorate over the six-month period between payments) | Y | V | 1. Obtain a copy of the check. 2. Obtain a copy of the award letter. 3. Contact the source at: Eastern Band of Cherokee Indians, P. O. Box 455, Cherokee, NC 28719 (704) 497-3705. | 265.18 |
| General Assistance (GA) Payments | Y | U | 1. Obtain copy of check or stub. 2. Review agency records. | |
| GI Bill Income | N | U | | |
| Gifts (Monetary) | Y | V | 1. Obtain contribution form. 2. Obtain copy of check or stub. 3. Contact the source. | 265.07 |
| Guardianship Payments NOTE: Payments are countable if child is a member of the FSU. If child is not included, exclude payments. | Y | V | 1. Obtain copy of check. 2. Contact the source (social worker). | 260.01 |
| -H- | | | | |
| Held Wages (wages held at the employee's request in the month the wages would otherwise be paid) | Y | E | 1. Obtain a completed Wage Statement from the employer. | |
| Home Assembly Of Products <i>* See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other sources. | 273.03 |
| Housing and Urban Development (HUD) Payments | N | | | |
| Housing Improvement Grants | N | | | |

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|---|----------------------|-------------|--|----------------------------------|
| - - | | | | |
| In-Kind Income | N | | | |
| Independent Living Initiatives Of Title IV-E Of the Social Security Act (payments or services provided) | N | | | |
| Indian Payments (All Types) | Y | V | See Chart 3. for exclusions of income to certain Indian tribes. 1. Contact the source. | 263.04 |
| Individual Development Accounts (IDA) Withdrawn Funds Interest Accrued on IDA as long as it is paid into the IDA | N N | | | |
| Infrequent/Irregular Income that doesn't exceed \$30 in a quarter | N | | | 265.07 |
| Inheritance Note: Lump sums are not countable as income but as reserve. | Y | V | 1. Obtain copy of the will. 2. Contact the executor or administrator of the estate. 3. Contact the Clerk of Court. 4. Contact the probate lawyer. | 265.20 |
| Installment payments received for the sale of a resource | Y | U | 1. Obtain a copy of the written contract. 2. Obtain written statements from the buyer and FSU member. 3. Receipts or canceled checks. | 265.21 |
| Insurance Dividends | Y | U | 1. Obtain copy of current dividend check. 2. Obtain copy of dividend statement. 3. Contact the stockbroker or brokerage firm. 4. Contact the company. | |
| Insurance Settlements (to the extent that they do not represent a reimbursement for lost items) Note: Lump sums are not countable as income but as reserve. | Y | V | 1. Obtain copy of settlement check. 2. Contact the lawyer who handled the settlement. 3. Contact the insurance company. | 265.20 |

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|--|----------------|-------------|---|----------------------------------|
| Interest Income | Y | U | 1. Obtain copy of account record statement. 2. Request for Financial Information (DSS-3431). 3. Contact the financial institution. 4. If \$10 or less per month or \$120 or less per year, accept client's written statement, unless questionable. | |
| - J - | | | | |
| Job Corp | N | | Job Corp is under Title IV of the Workforce Investment Act (WIA). The program is for individuals age 14-22 and the income is excluded. | |
| Jump Pay (Military) | Y | E | 1. Obtain copy of Leave and Earnings Statement (LES). 2. Obtain copy of check or stub. | 265.23 |
| Jury Duty Payments | N | | | |
| - L - | | | | |
| Legally Obligated Money payable to any FSU member but diverted to pay an expense | Y | V | 1. Contact the source and verify actual amount diverted to pay the expense. | 265.22 |
| Loans | N | | | |
| Longevity Pay | Y | E | 1. Obtain copy of check or stub. 2. Contact the employer. | |
| Lottery Winnings (If paid annually, average over twelve months.) One-Time Only (Count as a resource.) | Y N | U | 1. Obtain copy of check. 2. Obtain copy of award letter. 3. Obtain tax forms. 4. Contact the source. | |
| Low Income Energy Assistance Program (LIEAP) Payments | N | | | |

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|--|----------------|-------------|---|----------------------------------|
| Lump-Sum Payments (non-recurring) (including, but not limited to, income tax refunds, rebates, or credits; retroactive one-time lump-sum payment social security, SSI, Railroad Retirement benefits, and unemployment insurance; retroactive lump-sum WFFA/TANF, Alexander vs. Bruton penalty payments, benefit diversion payments and TANF-EA payments; annual VA disability pension adjustments; lump-sum insurance settlements; and refunds of security deposits on rental property or utilities) <i>* Count as a resource and use actual amount.</i> | N | | | |
| -M- | | | | |
| Migrant Income (If the FSU receives one payment for work performed by all FSU members, do not count earnings of children age 17 or younger who are not the head of the FSU and attending elementary or secondary school or planning to return to school after academic breaks. Prorate equally among the persons who worked.) | Y | E | <ol style="list-style-type: none"> 1. Contact the employment service. 2. Contact the Farm Labor Bureau. 3. Contact Rural Manpower Development. 4. Contact the Farmer's Cooperative Service. 5. Contact the Grower's Association. | |
| Do not count the children's prorated share.) | | | <ol style="list-style-type: none"> 6. Contact the Migrant Service Organization. 7. Contact the County Agent 8. Contact individual growers and crew chiefs. | |
| Migrant Income (continued) | | | <ol style="list-style-type: none"> 9. Obtain a calendar from the migrant who is working for various growers or crew chiefs which shows: <ol style="list-style-type: none"> a. Each day's income and hours worked; and b. The signature of the grower or crew chief validating the information. | |
| Military Allotments | Y | U | <ol style="list-style-type: none"> 1. Obtain copy of check or stub. 2. Obtain copy of award letter. 3. Contact the Commanding Officer of Military Payment Information Center (Attach a letter authorizing the release of information.). | |

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|---|----------------|-------------|---|----------------------------------|
| Military Clothing Maintenance Allowance (CMA) | N | | | 265.23 |
| Military Pay - *Including Base Pay, Basic Allowance for Quarters (BAQ), Basic Allowance for Subsistence (BAS), Family Subsistence Supplemental Allowance (FSSA), Variable Housing Allowance (VHA), Leave and Separate Rations, Sea Duty, Career Sea Pay, Jump Pay, and Flight Pay | Y | E, V | 1. Obtain copy of Leave and Earnings Statement (LES). 2. Obtain copy of check or stub. 3. Obtain Wage Verification Form (DSS-8113). | 265.23 |
| Military Mandatory Salary Reduction to Fund GI Bill | N | | | 265.23 |
| Monthly Disbursements From a Trust Fund (unless set up as an SSI lump sum) | Y | U | 1. Obtain a copy of the check or stub. 2. Contact the Executor/Administrator of the fund. 3. Obtain legal documentation. | 265.34 |
| - N - | | | | |
| <u>North America Free Trade Agreement (NAFTA) Payments</u> <u>Note: Exclude money received as a reimbursement.</u> | <u>Y</u> | <u>U</u> | 1. <u>Obtain copy of current check or stub.</u> 2. <u>Obtain copy of current award letter.</u> 3. <u>Contact the local Employment Security Commission Office.</u> | |
| <u>National Flood Insurance Program (NFIP) Payments</u> | <u>N</u> | | | |
| National School Lunch Act | N | | | |
| Notary Public Fees Earned <i>*See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| Nutrition Program For the Elderly Funds, Of the Older Americans Act Of 1965 | N | | | |
| - O - | | | | |
| On-The-Job Training (OJT) Payments | Y | E | 1. Obtain copy of check. 2. Contact the source. | |
| - P - | | | | |
| Pass-Through Payments | Y | V | 1. Obtain copy of check. 2. Contact the source. 3. Contact the landlord. | 265.24 |

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| Pay Advances (Count when received.) Do not count again when it is deducted from the next pay. | Y | E | 1. Obtain copy of check or stub. 2. Obtain completed Wage Verification Form (DSS-8113). 3. Contact the employer. | |
| Payments made to FSU members because of their status as victims of Nazi persecution | N | | | |
| Pell Grants | N | | | |
| Pensions | Y | U | 1. Obtain copy of current pension check or stub. 2. Obtain copy of current award letter. 3. Contact the organization providing the benefits. 4. Obtain tax records. | |
| Plan for Achieving Self-Support (PASS) Account Deposit | N | | | |
| Private Disability Benefits | Y | V | 1. Obtain a copy of current check or stub. 2. Obtain a copy of current award letter. 3. Contact the company. | 265.12 |
| Private Unemployment Benefits | Y | U | 1. Obtain copy of current check or stub. 2. Obtain copy of current award letter. 3. Contact the company paying the benefits. | |
| Produce Grown For the Family's Own Use | N | | | |
| Project Share (Progress Energy) Payments | N | | | |
| Public Service Employment (PSE) | Y | E | 1. Obtain a copy of current check or stub. 2. Obtain wage verification using the DSS-8113. 3. Contact the employer. | |
| - R - | | | | |
| Radiation Exposure Compensation Act (October 15, 1990) Payments | N | | | |
| Railroad Retirement (Administered by the U.S. Railroad Retirement Board, Mart OFC Building, 800 Briar Creek Rd., Rm AA-405, Charlotte, NC 28205-6903, Phone: (704) 344-6118) | Y | U | 1. Obtain copy of current Railroad Retirement check or stub. 2. Obtain copy of current award letter. 3. Contact a representative of the Railroad Retirement Board. | |
| <u>Refugee Income from Reception and Placement (R&P) and Cuban/Haitian Entrant Programs</u> | <u>Y</u> | <u>U</u> | 1. <u>Obtain a copy of current check or stub.</u> 2. <u>Contact the source of funds.</u> | |

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|--|----------------|-------------|--|----------------------------------|
| Reimbursements | Y/N | V | 1. Obtain copy of check or stub. 2. Contact the source. | 265.26 |
| Rental Income | | | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| *FSU member manages property 20 hours or more a week. <i>*See Self Employment.</i> | Y | E | | |
| FSU member manages property under 20 hours a week considered unearned income but deductions for cost of doing business allowed | Y | U | | |
| Repatriated Americans Program | Y | V | 1. Contact the source. 2. Obtain copy of the repayment agreement. | 265.27 |
| Repayment of Overpayments | N | | | 265.03 |
| Representative Payments | Y | V | 1. Obtain copy of current check or stub. 2. Contact the source. | 265.29 |
| Restitution Under the Civil Liberties Act Of 1988 | N | | | |
| Retired Senior Volunteer Program (RSVP) - Title II | N | | | 265.14 |
| Retirement Benefits | Y | U | 1. Obtain a copy of current check or stub. 2. Obtain a copy of current award letter. 3. Contact the organization providing the benefits. 4. Obtain tax records. | |
| Reverse Mortgages | N | | | |
| Roomers (self-employment income for a FSU) <i>*See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. 5. Obtain statement from roomer. | 273.03 |
| Royalties | Y | U | 1. Obtain copy of check or stub. 2. Obtain tax forms. 3. Contact the source. | |
| - S - | | | | |
| Salary | Y | E | 1. Obtain wage stubs. 2. Obtain completed Wage Verification Form (DSS-8113). 3. Obtain Quarterly Report signed by employer. 4. Contact the employer. | |

**FOOD STAMP CERTIFICATION
ELIGIBILITY REQUIREMENTS
Sources of Income**

Y = Counted, N = Not Counted, E = Earned Income, U = Unearned Income, V = Variable Income

| Source of Income | Counted | Type | Verifications | Reference Section (Go To) |
|--|----------------|-------------|--|--|
| Scholarships received from Civic Groups, Educational Institutions, and Athletic Scholarships. | Y | V | 1. Obtain current award letter. 2. Obtain copy of check or stub. 3. Contact the school. | 263.03 273.02 |
| Seasonal Employment <i>*See Self-Employment.</i> | Y | E | 1. Obtain wage stubs. 2. Obtain completed Wage Verification Form (DSS-8113). 3. Obtain Quarterly Report signed by employer. 4. Contact the employer. | 273.03 |
| Section 8 Utility Assistance | N | | | |
| Self-Employment - FSU member employed in own business, trade, or profession and not by an employer. | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | See Section 273, Special Budgeting Procedures. |
| Selling Recyclables <i>*See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| Senior Companions Payment Program (Title II of the Older Americans Act) Organizations include, but are not limited to, Green Thumb, National Council on Aging, National Council of Senior Citizens, American Association of Retired Persons, U.S. Forest Service, National Association for Spanish Speaking Elderly, National Urban League, National Council on Black Aging. | N | | | 265.14 |
| Service Corps Of Retired Executives (SCORE) Payments | N | | | 265.14 |
| Severance Pay | Y | U | 1. Obtain copy of check or stub. 2. Obtain completed Wage Verification Form (DSS-8113). 3. Contact the employer. | |
| Shared Expenses (See pass-through payments for exceptions.) | N | | | 265.24 |
| Shelter, Utilities, and Household Furnishings Made Available At No Cost - This includes instances in which the FSU member works for an employer and is provided shelter rent free in lieu of pay. | N | | | |

**FOOD STAMP CERTIFICATION
ELIGIBILITY REQUIREMENTS
Sources of Income**

Y = Counted, N = Not Counted, E = Earned Income, U = Unearned Income, V = Variable Income

| <i>Source of Income</i> | <i>Counted</i> | <i>Type</i> | <i>Verifications</i> | <i>Reference Section (Go To)</i> |
|---|----------------|-------------|---|----------------------------------|
| Sick Pay | Y | V | 1. Obtain copy of check or stub. 2. Obtain Wage Verification Form (DSS-8113). 3. Contact the employer. | 265.12 |
| Social Security Benefits (SSA, OASDI, and RSDI) (NOTE: Count the net amount of the social security benefits if the benefits are reduced to repay a prior SSI overpayment. Count the gross amount of the social security benefit if the benefits are reduced due to a federal offset to repay a federal debt. Offset information will not appear on the BENDEX record but may appear on the award letter to the client. Use the BENDEX record for verification.) | Y | U | 1. Conduct on-line BENDEX inquiry or review Bendex Exchange Sheet. 2. Conduct on-line Third Party Query (TPQY). 3. Obtain copy of current award letter. | |
| Special Assistance (SA) Demonstration Project Income Allows individuals living at home to receive SA payment | Y | U | 1. Review EIS Check History. 2. Contact the SA caseworker. 3. Review the Check Register. 4. Contact the source. | 265.31 |
| Spousal Support | Y | U | 1. Obtain the contribution form. 2. Contact the Clerk Of Court. 3. Contact the spouse. | |
| State Income Tax Refunds | N | | | |
| Stipends Stipends for educational assistance are excluded. | Y/N | U | 1. Obtain copy of check or stub. 2. Obtain copy of award letter. | |
| Striker's Benefits (including "picket pay") | Y | V | 1. Obtain copy of check or stub. 2. Obtain a statement from union. | 265.33 |
| Student Income (Students age 17 and younger who are attending elementary or secondary school and are not the head of the FSU.) | N | | | 260.01 |
| Summer Youth Employment Program (WIA) | N | | | 265.39 |
| Supplemental Security Income (SSI) | Y | V | 1. Conduct an on-line SDX or SOLQ or TPQY inquiry. 2. Obtain copy of award letter. 3. Contact the SSA. | 265.32 |
| SSI retroactive lump-sum installments payable in not more than three installments at six month intervals | N | | | |
| Surplus Commodities | N | | | |

**FOOD STAMP CERTIFICATION
ELIGIBILITY REQUIREMENTS
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| <i>Source of Income</i> | <i>Counted</i> | <i>Type</i> | <i>Verifications</i> | <i>Reference Section (Go To)</i> |
|---|-----------------|-----------------|---|----------------------------------|
| - T - | | | | |
| TANF (See WFFA.) | Y | V | | 265.03 |
| TANF-EA (See WFFA-EA.) | N | | | |
| Tax Intercept Payments (Support) | N | | | |
| Telamon Payments | Y | E | 1. Obtain copy of check or stub. 2. Contact the WIA or Telamon Office. | |
| Tips | Y | E | 1. Obtain copy of check stub. 2. Obtain wage verification using the DSS-8113. 3. Contact the employer. 4. Signed statement from employee. | |
| Title IV, Educational Aid | N | | | |
| Title V of the Older Americans Act Funds | N | | | |
| Title VII Funds | N | | | |
| Title XX Funds | N | | | |
| <u>Tobacco Allotment Settlement Buy-out</u> | <u>Y</u> | <u>U</u> | 1. <u>Obtain copy of current check or stub.</u> 2. <u>Obtain copy of current award letter.</u> 3. <u>Obtain tax records.</u> 4. <u>Contact local Farm Services office.</u> | |
| Trade Readjustment Benefits | Y | U | 1. Obtain copy of current check or stub. 2. Obtain copy of current award letter. 3. Contact the local Employment Security Commission Office. | |
| Training Allowances from Vocational and Rehabilitative Programs recognized by federal, State, and local governments (except WIA). | Y | E | 1. Obtain copy of check or stub. 2. Obtain a completed DSS-8113. 3. Contact the employer. | |
| Trust Funds and Dividends From Trust Funds | Y | V | 1. Contact the executor/administrator of the fund. 2. Contact the lawyer. | 265.34 |
| - U - | | | | |
| Unemployment Insurance Benefits (UIB) | Y | U | 1. Conduct an on-line ESC/UIB inquiry. 2. Obtain copy of current UIB check or award letter. | |
| NOTE: If taxes or child support are deducted, count the gross amount. | | | | |

**FOOD STAMP CERTIFICATION
ELIGIBILITY REQUIREMENTS
Sources of Income**

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| <i>Source of Income</i> | <i>Counted</i> | <i>Type</i> | <i>Verifications</i> | <i>Reference Section (Go To)</i> |
|--|----------------|-------------|--|----------------------------------|
| Unemployment Insurance Benefits received in a Disaster . | N | | These do not show up in ESC inquiry and contact must be made with ESC to verify disaster payments. | |
| Uniform Relocation Assistance and Real Property Acquisition Act Of 1970 Reimbursements | N | | | |
| Utility Assistance Payments (HUD or Section 8) | N | | | |
| - V - | | | | |
| Vacation Pay *If received while employed | Y | E | 1. Obtain copy of check or stub. 2. Obtain a completed Wage Verification Form (DSS-8113). | 265.05 |
| *If received after termination | Y | U | 3. Contact the employer. | |
| Vendor Payments | N | | | 265.36 |
| VA Educational Benefits | N | | | |
| Veterans Administration Benefits (VA) NOTE: This includes Aid and Attendant Care benefits. | Y | U | 1. Contact the VA Regional Office Claims Division at (800) 827-1000. 2. Obtain copy of current VA benefit check or award letter. 3. Contact the local VA service office. | |
| Vocational Rehabilitation | Y | U | 1. Obtain copy of check. 2. Contact VR office. 3. Obtain copy of award letter. 4. Contact the social worker. | |
| Volunteers in Service to America (VISTA) | Y | V | 1. Obtain a copy of check. 2. Contact the source. | 265.14 |
| - W - | | | | |
| Wages NOTE: If wages are garnished for any reason other than to repay a prior overpayment to the current employer, count the gross amount. | Y | E | 1. Obtain wage stubs. 2. Obtain completed Wage Verification Form (DSS-8113). 3. Contact the employer. | |
| Wartime Relocation of Civilian's Law Payments | N | | | |
| Witness Pay | N | | | |
| Work First Family Assistance (may also be called AFDC or TANF) | Y | V | 1. Review EIS Check History. 2. Obtain a current DSS-8194. 3. Contact the Work First Family Assistance caseworker. 4. Review the Work First Family Assistance Check Register. 5. Contact the source for out-of-state payments. | 265.03 273.14 |

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ELIGIBILITY REQUIREMENTS
Sources of Income**

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| <i>Source of Income</i> | <i>Counted</i> | <i>Type</i> | <i>Verifications</i> | <i>Reference Section (Go To)</i> |
|--|----------------|-------------|--|----------------------------------|
| Work First Family Assistance Emergency Assistance (WFFA-EA) | N | | | |
| Work First Employment Services Payments | N | | | |
| Works for Rent/Room (provided free shelter by landlord) | N | | | |
| Work Release | Y | U | 1. Obtain copy of check or stub. 2. Review the DC-190 from the Department of Corrections. 3. Review Work Release Check List. 4. Contact the Department of Corrections. | |
| Work Study | N | | | 265.06 |
| Worker's Compensation | Y | U | 1. Obtain copy of current check. 2. Obtain copy of current award letter. 3. Contact the company where the person was employed or the insurance company. 4. Obtain statement from attorney. | |
| Workforce Investment Act | Y/N | V | 1. Obtain copy of check or stub. 2. Contact the local Workforce Development board. 3. Obtain wage verification using the DSS-8113. | 265.39 |
| -Y- | | | | |
| Yard Work <i>*See Self-Employment.</i> | Y | E | 1. Obtain tax records. 2. Obtain business records. 3. Obtain bills/receipts. 4. Obtain records from banks, suppliers, or other knowledgeable sources. | 273.03 |
| Youthbuild allowances, earnings, and payments under Youthbuild of the Housing and Community Development Act of 1992 | N | | | |

263.03 EDUCATIONAL ASSISTANCE

The following types of Educational Assistance are countable:

1. Scholarships offered by civic groups,
2. Scholarships offered by educational institutions, or
3. Athletic scholarships.

Refer to Section 265.15 and Section 273.02 for additional information.

**FOOD STAMP CERTIFICATION
ELIGIBILITY REQUIREMENTS
Sources of Income**

NOTE: For the purpose of scholarships, an Educational Institution is defined as an institution of post secondary education, meaning any public or private educational institution that normally requires a high school diploma or equivalency or admits persons who are beyond the compulsory age for school attendance. Post-secondary also includes training programs to prepare students for gainful employment and correspondence school at the secondary level, or attends a school for the handicapped, a vocational education program, a vocational or technical school, or a program for obtaining a secondary school diploma or equivalent.

263.04 CHART 3 - PAYMENTS TO CERTAIN INDIAN TRIBES

The following Indian payments are excluded as income. Therefore, do not count Indian payments to tribes and from sources listed below as income.

| <i>Source of Payment</i> |
|--|
| - A - |
| Alaska Native Claims Settlement Act (all compensation) |
| Apache Tribe Of the Mescalero Reservation Payments |
| Aroostook Band Of Micmac Settlement Payments |
| Assiniboine and Sioux Tribes Payments |
| Assiniboine Tribe Of Montana Payments |
| Assiniboine Tribe Of the Fort Belknap Indian Community, Montana, Per Capital and Interest Payments |
| Assiniboine Tribe Of the Fort Peck Indian Reservation, Montana, Per Capita and Interest Payments |
| - B - |
| Bad River Band Of the Lake Superior Tribe Of Chippewa Indians Of Wisconsin Payments |
| Blackfeet Tribe Payments |
| Blackfeet Tribe of Montana Payments |
| - C - |
| Cherokee Nation Of Oklahoma Payments |
| Cheyenne River Sioux Tribe Payments |
| Chippewas Of Lake Superior Per Capita Payments |
| Chippewas Of the Mississippi Per Capita Payments |
| Confederated Tribes and Bands Of the Yakima Indian Nation Indian Claims Commission Payments |
| Crow Creek Sioux Tribe Payments |
| - D - |
| Devils Lake Sioux Tribe Payments |
| - F - |
| Fond du Lac Reservation Per Capita Payments |
| Fort Belknap Indian Community Payments |
| Fort Belknap Indian Community, Montana, Payments |
| - G - |
| Grand Portage Reservation Per Capita Payments |
| Grand River Band Of Ottawa Indians Payments |
| Grosventre Tribe Of Montana Payments |
| - H - |
| Hopi Tribal Relocation Assistance |
| Houlton Band Of the Maliseet Indians Payments Under the Maine Settlement Act of 1980 |
| - I - |
| Independent Seminole Indians Of Florida (Per Capita Payments of \$2,000 or Less) |
| Indian Child Welfare Programs Assistance |
| Indian Judgment Fund Act (Per Capita and Interest Payments of \$2,000 or Less) |

**FOOD STAMP CERTIFICATION
ELIGIBILITY REQUIREMENTS
Sources of Income**

| <i>Source of Payment</i> |
|---|
| - K - |
| Keweenaw Bay Indian Community Payments |
| Keweenaw Bay Indian Community (L'Anse, Lac Vieux Desert, and Ontonagon Bands) Per Capita Payments |
| - L - |
| Lac Courte Oreilles Band Of Lake Superior Chippewa Indians Payments |
| Lac Courte Oreilles Reservation Of Wisconsin Per Capita Payments |
| Lac du Flambeau Reservation Per Capita Payments |
| Leech Lake Reservation Of Minnesota Per Capita Payments |
| Lower Brule Sioux Tribe Payments |
| - M - |
| Maine Indian Claims Settlement Act Of 1980 Payments |
| Miccosukee Tribe Of Indians of Florida (Per Capita Payments of \$2,000 or Less) |
| Mille Lac Reservation, Minnesota, Per Capita Payments |
| Minnesota Chippewa Tribe Payments |
| - N - |
| Navajo Tribe Payments and Relocation Assistance Payments |
| Nett Lake Reservation (including Deer Creek and Vermillion Lake) Per Capita Payments |
| - O - |
| Oglala Sioux Tribe Payments |
| Old Age Assistance Claims Settlement Act Payments to Heirs (Per Capita Shares of \$2,000 or Less) |
| - P - |
| Papago Tribe of Arizona Payments |
| Passamaquoddy Tribe Payments Under the Maine Indian Claims Settlement Act of 1980 |
| Penobscot Nation Payments Under the Maine Indian Claims Settlement Act of 1980 |
| Puyallup Tribe of Indians Settlement Act Of 1989 Funds |
| - R - |
| Red Cliff Reservation Per Capita Payments |
| Red Lake Band of Chippewa Funds |
| Rosebud Sioux Tribe Payments |
| - S - |
| Sac and Fox Tribe Of Oklahoma Per Capita Payments |
| Sac and Fox Tribe Of the Mississippi In Iowa Per Capita Payments |
| Saginaw Chippewa Indian Tribe Of Michigan Payments |
| Seminole Nation Of Oklahoma (Per Capita Payments of \$2,000 or Less) |
| Seminole Tribe Of Florida (Per Capita Payments of \$2,000 or Less) |
| Seneca Nation Settlement Act Of 1990 Funds |
| Shoshone-Bannock Tribes Payments |
| Sokaogon Chippewa Community Per Capita Payments |
| St. Croix Reservation Per Capita Payments |
| - T - |
| Turtle Mountain Band Of Chippewas, Arizona, Payments |
| - W - |
| White Earth Band Of Chippewa Indians In Minnesota Payments |
| White Earth Reservation Per Capita Payments |
| White Earth Reservation Land Settlement Act Of 1985 Payments |